



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
गुवाहाटी-781039, असम  
Indian Institute of Technology Guwahati  
Guwahati-781039, Assam  
औद्योगिक सहभागिता तथा विशेष पहल कार्यालय  
Office of the Industrial Interactions and Special Initiatives

Applications are invited for the following Contractual posts in the projects entitled "**Developing a Management System, Designing and Establishing Office room meeting room, Events etc**" at IIT Guwahati under supervision of Prof. G. Krishnamoorthy, Department of Chemistry, IIT Guwahati.

SI No	Project Staff Designation	Number of Vacancies	Pay Scale (₹)	HRA	Duration of Appointment	Qualifications
1.	Accountant cum Administrative Assistant	1	25,000-35,000/- (Consolidated)	NA	89days	Bachelor's Degree in Commerce/Business administration with good academic record. <b>Desirable:</b> Proficiency and working knowledge of Accounting software like Tally, MS Office (word, excel) etc. Candidate having experience of filling GST and Income Tax in Section 8 company/society will be preferred.

**\*Tenure may get extended based on performance.**

**How to apply and selection process:** Candidates must apply through a google form link given below:

Link for the Post of **Accountant cum Administrative Assistant:** <https://forms.gle/DqiEvcHySeCoqHgAA>

The last date for applying is: **25<sup>th</sup> May 2022**

Shortlisted candidates will be informed via email regarding the date and time of Interview.

Shortlisted candidates have to appear in the Personal Interview.

**Venue: 3rd Floor, Research Building, Office of Industrial Interactions and Special Initiatives, IIT Guwahati.**

Selection will be purely based on the performance of the candidate in the interview.

**The candidates who are already employed under Central/State Govt./ PSU/ Autonomous Bodies/ Private Organization etc. will have to submit a No-objection Certificate (NOC) from the concerned employer in advance or at the time of interview failing which the candidate will not be allowed to appear for an interview.**

**No TA/DA will be paid to the candidates for appearing in the test/interview**

For any clarification, mail us at: [iitgisirec@gmail.com](mailto:iitgisirec@gmail.com)

Project No: xCHMISPxxRP00540xxGK103

Advt. No: IITG/II&SI/Project Staff Rectt-2022/15

**HoS (II&SI)**